

Board Policy #3

*In the May 3, 2001 Workshop Session, The Georgia Board of Chiropractic Examiners voted to adopt the following as Board Policy, pursuant to O.C.G.A. §§31-33-1 and 31-33-2. In the May 9, 2002 Board meeting, the Board voted to re-adopt this policy with additions. The policy was amended by the Board in the November 6, 2003 Board meeting.

Guidelines for the Request of Records to be Released

1. Request for records from another healthcare practitioner must be released within 3 to 5 working/business days.
2. Upon receipt of a properly signed & executed release from the patient, the D.C., at his discretion, may release the original x-ray film, patient records, etc. to the patient or his/her designee.
3. If the Board office receives a complaint against a chiropractor whereby the chiropractor will not release the records to a patient at the patient's request, a letter from the Board will be sent via Certified Mail to the chiropractor to release the records to the patient with in **10 days** of receipt of the certified letter, and submit proof that the records have been mailed to the patient (via Certified Mail) to the Board within 10 days as well. The chiropractor must either submit to the Board proof of the mailing of the records or respond to the Board as to why the records cannot/will not be mailed within 10 days of receipt of the certified letter from the Board.
4. If the Board office has not received proof that the records have been released to the patient, or has not received a response from the chiropractor with in 15 days of the date the request was mailed from the Board's office, the chiropractor will:
 - Have his/her license sanctioned by the Board with a PUBLIC REPRIMAND, which will be a permanent part of the chiropractors records;
 - Pay \$500.00 fine.
 - 1 year probation
 - Extra continuing education: 5 hrs. in record keeping
3 hrs. in risk management
2 hrs. in laws and rules

*This policy was reviewed & approved in the July 10, 2003 Board meeting.